

**UNITED NATIVE FRIENDSHIP CENTRE  
JOB DESCRIPTION**

<b>Position Title: Early Childhood Educator, ECE</b>	<b>Date Created: November 2020</b>
Job Class 3	<b>Date Approved: November 25, 2020</b>

**TEAM:** 0-6 Children's Programs

**IMMEDIATE SUPERVISOR:** Early Learning Program Lead or Designate

**SUPERVISION:** Employed by the United Native Friendship Centre, responsible to the policies and directions as determined by the Board of Directors and the Executive Director of the United Native Friendship Centre and under the direct supervision of the Early Learning Program Lead or Designate.

**PURPOSE OF POSITION:** The Early Childhood Educator will contribute to the healthy mental, spiritual, physical and emotional development of the child and will meet the goals of the United Native Friendship Centre Abinoojii Gamik. They will provide quality cultural and educational programming for Indigenous children and their families as well as others in a safe, nurturing and culturally rich environment.

**QUALIFICATIONS:**

- Early Childhood Education diploma or provincially recognized equivalent.
- Preferred registered member of the College of Early Childhood Educators of Ontario and in good standing or working towards.
- Knowledge of the Child Care and Early Years Act, 2014.
- Previous experience working in a child care setting.
- Excellent organizational and communication skills.
- Ability and desire to work in a positive and productive manner within a team.
- A natural rapport with children and their families is essential.
- Current certification in Standard First Aid and Level "C" CPR.
- Vulnerable Sector Check, TB Skin Test and Immunization Record will be a condition of employment.
- Knowledge of the Anishinaabe culture and traditions and experience working with the Indigenous community; ability to speak Anishinaabemowin considered an asset.
- A valid Ontario Food Handler Certification is considered an asset.

**DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities will include, but will not be limited to the following:

1. Program Management

- Plans and implements daily programming that reflects the UNFC Abinoojii Gamik Program Statement
- Ensures equipment and facilities are clean and safe at all times
- Ensures documentation and required administrative duties are maintained daily (e.g. daily attendance records, logging, playground inspections, incident/accident reporting, communication with parents/guardians, communication apps, etc.)

- Participates in team meetings with the UNFC Child Care Centre staff to review program services and activities, monthly or as needed.

## 2. Program Services

- Provides children with a safe and supportive environment that is culturally relevant to help children develop socially, intellectually, physically, emotionally and spiritually in a developmentally appropriate manner.
- Create an environment that is responsive to parents and guardian's questions or concerns about child development.
- Incorporates the Indigenous culture and language in all aspects of programming; promotes language, cultural practices and traditional activities in daily activities.
- Provides constant supervision and is responsible for the safety and well-being of children on-site and during off-site activities.
- Implements positive discipline when required and models positive behavior – upholding the UNFC Child Care Centre Program Statement Implementation Policy and Prohibited Practices.
- Fosters and maintains positive and productive relationships with the children, parents/guardians, families, community, professionals and team members.

## 3. Community Development and Outreach

- Establishes and maintains working relationships with community partners, service providers, groups and agencies.
- Utilize and refer families to the programs and services within the UNFC.
- Promotes the UNFC and represents the organization in a professional and positive manner.
- Plans and coordinates outings and activities within the community to foster community relationships and positively promote UNFC Child Care Centre programming.
- Works in collaboration with student teaching placements from various educational institutions providing direction, guidance, support, feedback and insight into the ECE field.

## 4. Professional Development

- Demonstrates knowledge and adheres to the:
  - ✓ Child Care and Early Years Act, 2014 (CCEYA)
  - ✓ Child Care Licensing Manual (CCLM)
  - ✓ College of Early Childhood Educators Code of Ethics and Standards of Practice
  - ✓ How Does Learning Happen? Ontario's Pedagogy for the Early Years
  - ✓ UNFC Personnel Policy and Procedures Manual
  - ✓ UNFC Child Care Centre Policy Manual.
- Remains aware of relevant legislation or changes to the Child Care and Early Years Act, 2014, the Ministry of Education's Child Care Licensing Manual and other ministry documents regarding child care
- Maintains College of Early Childhood Educators of Ontario membership and completes Continuous Professional Learning Portfolio (CPLP).
- Attends UNFC staff meetings and recommended professional development training opportunities.
- Maintains certification in Standard First Aid & Level "C" CPR

## 5. Culture

- Takes personal responsibility to increase sensitivity and awareness of the Indigenous culture including traditional teachings and organizational practices in both professional conduct and work-related deliverables.
- Responsible for integrating multicultural and language concepts into the classroom curriculum and daily activities.

## 6. General Duties

- Maintains the child care centre space and environment and equipment in a clean, safe and clutter-free manner.
- Provides assistance and relief for breaks in program rooms.
- Maintains and disinfects program materials and toys, ensuring items are in good, safe condition.
- Ensures cots are disinfected and bedding is washed/laundered.
- Works as a team member, striving to create a healthy atmosphere, maintains regular and open communication with program team members and provide support to daily operations.
- Maintain a safe and healthy work environment and promptly address and report any existing and/or potential workplace hazards.

### **WORKING CONDITIONS:**

Caring for children can be physically demanding, as it may require lifting and carrying children and equipment. The ECE may need to bend, push, pull, kneel and crouch daily. The position also involves time spent sitting on the floor or on small furniture. The ECE will also spend time both inside and outside, in all types of weather. Generally the ECE will be working in a fast-paced, busy environment where many activities and noises happen at once, and the ECE will have to supervise at all times.

Traditional ceremonies, circles and medicines will be practiced, which may affect people who are sensitive to different scents.

There may be a number of situations that may arise that the ECE must be prepared to handle, such as accidents and emergencies. There are also deadlines on a regular basis that need to be met, which may cause stress.

**EVALUATION:** The position will be evaluated after completion of a three and six month probationary period and on an annual basis thereafter. It will be based on the UNFC Standards of Performance and ability to complete the responsibilities and purpose of the position as agreed upon by the Board of Directors and the Executive Director.

By signing this document, I acknowledge that I have read, understand and agree to the above description related to my position at the United Native Friendship Centre's Child Care Centre.

Employee Name:		
Employee Signature:		Date: